

505 - Guideline for Distribution of Materials on School District Property By Non-School Persons

Agencies or organizations requesting distribution of flyers and other publications to students and their families via schools of Albert Lea Area Schools must have permission for distribution from either the school Principal (for single-school distribution), or from the Director of Teaching and Learning (on behalf of the Superintendent of Schools) for multiple-school distribution.

Material Distribution Request Procedure

To receive approval for distribution to schools, the requesting agency or organization must complete the attached Materials Distribution Request form and submit it, with a sample of the flyer or publication to be distributed, to the school Principal for single-school distribution, or the Director of Secondary Programs for multiple-school distribution.

If approved, the distributing agency/organization will be responsible for printing/copying, bundling, and drop-off of the publication to schools. When delivered to schools, the publications must include a copy of the approval form.

The material/flyer must also include the following disclaimer in at least 10-point type size on the first page:

“Albert Lea Area Schools is not sponsoring, endorsing, or recommending the activities announced in this flyer.”

Requests submitted without this disclaimer appearing on their material/flyer will be automatically denied.

Organizations will be notified of a decision within 10 business days of Albert Lea Area Schools receiving the request for distribution.

GUIDELINES FOR APPROVAL

Albert Lea Area Schools will consider approval of distribution request based on the following criteria:

- Materials must support the district curriculum or the academic goals of Albert Lea Area Schools.
- The requesting organization must be a non-profit organization.
- The requesting organization must offer free, or affordable, activities and/or services so that students and families may not be excluded from the activity or event.
- Materials/flyers must be non-partisan in nature.
- Materials/flyers must contain information stating who the sponsor is and include contact information as a resource to parents.
- ****Materials/flyers must clearly state program costs and indicate the availability of scholarships and/or sliding fees.**

Albert Lea Area Schools will NOT approve distribution request if the materials:

- are likely to cause disruption to the school or schools;
- interfere with the school's or school district's educational objectives;
- are obscene or libelous;
- relate to a product or service not permitted by law to minors;
- advocate violence or other illegal activity; or
- advocate violation of district policy and/or school regulations.

To submit a request to have your materials reviewed, complete and submit the Request Form below.

Approved: 05/02/11
Replaced Policy No. 11060



03/21/11 Replaced
Policy No. 11060

ALBERT LEA AREA SCHOOLS

211 West Richway Drive

Albert Lea, MN 56007

Phone: 507-379-4800 Fax: 507-379-4898

Email: Kathy.niebuhr@alschools.org

Materials Distribution Request Form

Today's date: _____

Name of Organization Making Request: _____

Organization Type: _____

Name of Requestor: _____

Contact Phone No.: _____ Contact Fax No.: _____

Contact Address: _____

Site(s) requested to distribute materials: (List all schools and grades by name).

All Elementary Schools

High School

Middle School

Area Learning Center

Date of Distribution Preferred? _____

(Please note that the approval process takes up to 10 business days from date of receipt).

Method of Distribution: _____

Flyer Must Include**

Flyer attached? **Yes** **No** The material/flyer includes the following disclaimer
in at least 10 point type size on the first page:

**“Albert Lea Area Schools is not sponsoring, endorsing or recommending the
activities announced in this flyer.”**

Approved: _____